

IPAC Inbound Information

<https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/>

Phone 1: 645-3411

Phone 2: 645-7728

Directory Phone: 645-4447

To call DSN from your cell phone: +81 98 954 5555

Email: mcbbutleripacinbound@usmc.mil

3/7/2022

Prior to starting the process please review [MARADMINs 207/21](#) , [297/21](#), and [348/21](#)

Sections:

[Inbound Interview Process](#)

[Types of Joins and Vaccination Status Info](#)

[Self-certify via MOL](#)

[Documents Required for Join and Travel Claim](#)

[Information for Appointments](#)

[Temporary Lodging Allowance](#)

*****ATTENTION: MARINES, THE NEW INBOUND MODULE IS UP AND RUNNING. PLEASE SEE YOUR S-1 FOR CHECK-IN. YOU SHOULD NOT REPORT TO IPAC. THE JOIN PROCESS WILL BE COMPLETED VIA YOUR S-1 AND MOL.*****

Inbound Interview Process:

In accordance with [MARADMIN 193/21](#), The Inbound Interview Process is now available via MOL. Marines should now visit their S-1 to complete the join process. Please review the process below to complete your join process.

Process Outline:

- Marine Reports to S-1.
- S-1 inputs the date the member arrived to Okinawa.
- The S-1 Approves the date inputted.
- The member confirms the date inputted.
- Member completes interview via Inbound Interview in MOL
- Member completes travel claim via Travel Voucher Interview in MOL
- S-1 Reviews the interview
- S-1 Approves the Interview
- Join Process is complete

Important Links:

[IBI Member Checklist](#)

[IBI Trouble Tickets](#) (for Reporting Errors with IBI)

[S-1 IBI Assistance Page](#)

Types of Joins:

Unaccompanied:

Members who do not have dependents and will reside in the barracks. These personnel do not receive a delayed join or ROM per diem since they are furnished a room in kind. If you are assigned a ROM barracks room and change rooms you will not rate the per diem for changing barracks rooms. **These members will be joined the day after arrival. Failure to complete IBI processing will cause a significant overpayment. Each day you are not joined is a day that you are being over paid BAH transit if you are single.**

At no point should a Marine occupy commercial lodging if they are unaccompanied. This will not be reimbursed by disbursing unless there are extraordinary circumstances (No barracks space on the entire island)

Accompanied:

Members who have command sponsored dependents. The dependents must be listed on an Area Clearance. **The join is the day after arrival.**

Join Dates:

The join date is always the day after arrival. The report date should be inputted in the inbound interview. Example: Member arrives at 2300 on 11 November. The S-1 will set the report date as 11 November. The join will post as 12 November once approved and confirmed. Please keep that in mind and provide your documents accordingly. If there is a delay then the report date will be the date of arrival to Okinawa. This is regardless of the situation (i.e. weather, COVID, etc...).

Failure to set the report date with the S-1 and confirm it in MOL will cause an overpayment of BAH or COMRATS.

Please review the III MEF website for the latest on PCS ROM requirements. Your sponsor can assist as well.

Vaccination Status Info

Vaccinated personnel: When traveling AMC-PE to Okinawa, upon arrival VACCINATED personnel will have full access to military installations and can travel from one military installation to another. Please consult with your sponsor on the latest III MEF/MARFORJ COVID Restrictions.

Self-certify via MOL

Immediately upon arrival please self-certify via MOL. Self-certification will allow us to reduce the time of your appointment. You will also be able to guarantee the accuracy of the information in your record.

The following is best completed through self-certification:

Mailing Address

Work phone number

Home phone number

Work email

ALL Record of Emergency Data Items

To self-certify in MOL you must click on “**Personal Info**” tab

Click on Personal Updates

Update Contact Information

For mailing address you must select APO/FPO box

For physical all members **MUST SELECT** foreign address

Update Record of Emergency Data

Change information, then Self-Certify

Self-Verification of documents to support payment.

In accordance with [MARADMIN 015/20](#), All payments need to be supported by source documents. The following documents should be verified if they apply:

Dependent Birth Certificates

Marriage certificates

Custody / Child Support Order

Lease agreements for high BAH Cost areas (San Francisco or NYC)

If you are missing these documents in your OMPF, please provide them upon your check in.

Marines can submit these documents themselves by emailing them to smb.manpower.mmrp@usmc.mil. Please write your EDIPI on all documents being sent to OMPF.

Documents Required for Join and Travel Claim

EPAR Instructions

Please ask your S-1 or Sponsor to submit **1 EPAR only** with all the documents below. Please include your **name, where you reside, if you're accompanied, email, and a phone number** where we can reach you. If you are having issues your Sponsor can submit all documents on your behalf. Just ask your sponsor to include information so we can contact you. If you can't send the documents we will just copy

Please review the checklist below and place your documents in this order.

Audit

- Reporting Endorsement - will be generated in IBI
- Original Orders and any modifications (from previous IPAC/S-1)
- Basic Orders and any modifications
- Barracks Occupancy Letter for Single Officers and SNCOs who desire COLA at the higher rate.
 - See MCIPAC-MCBBO 7220.1A for Barracks that are authorized COLA O vice COLA B
- [Area Clearance for Dependents](#)
- Delayed Dependent Travel Approval from MMIB, if applicable, [Delayed Dependent Travel Request Example](#)
- Member to Member Data Sheet – Those with military spouses
 - Available on website
- Spouse LES if applicable
- Overseas Housing Allowance or Government Quarters Forms (if applicable)
- [MARADMIN 015/20](#)
 - Married Marines – Marriage Cert, Birth Cert of Spouse in OMPF
 - Marines with Dependents – Birth Certs in OMPF
 - Custody agreement and divorce decree if applicable
- Single/Unaccompanied SSgts – CO approved [COMRATS Form](#) is required to mess separately

Misc Questions:

- Privatized Housing – Are you paying from your paycheck? YES or NO
- Are you paying Child Support? YES or NO

Travel Claim

- Port Call showing AMC Flight Itinerary for each dependent and member
 - If missing you need to call the Outbound section at your previous command or contact the Passenger Travel Office/DMO at your previous command for a copy.
- Delay Letter, if AMC flight was delayed
 - Your S-1 may need to draft a delay letter.
- Commercial Flight Itinerary arriving to SeaTac with \$0.00 balance

-If missing you can get a copy from the booking agency.

-SATO online

https://www.cwtsatotravel.com/traveler_info/contactInfo.html?cid=3919

-SATO Camp Foster – DSN 645-5329

-The Alamo Travel Group – +1 (210) 593-3997

Any lodging receipts

-This includes at the prior PDS for TLE and Seattle-Tacoma Airport

All VPC documents, if vehicle was stored

-Vehicle Checklist

-Shipping Instruction Summary

-Vehicle Drop off documents

***Note:** Orders must state VPC authorized. This is to reimburse travel, not storage. For storage you will need to contact DMO.

Any additional receipts the member would like to claim

-Excess baggage receipts – This applies to only 2 bags per person not your 3rd, 4th, or 5th bag

-Please review MARADMIN 287/09 for additional information.

-Tolls -Miscellaneous

ROM lodging receipt, if applicable to claim per diem (for COVID Positive in Seattle)

Pet Quarantine Receipts– Up to \$550.00 can be claimed

MDJ Form 270 - Pet Quarantine and DD Form 2209 - Examination Certificate

Housing Assignment Letter, if quarters assigned upon arrival

COVID 19 Testing Receipt if paid for out of pocket

DTS TECOM Voucher Complete – 2ndLts and TEMINS Only (Review the TEMINS Guide)

Citibank GOVCC Statement

Note: Members should have access to log into Citibank at

<https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login>

to reference expenses if they are missing receipts.

Information for Appointments

Prior to your appointment

Upon arrival to island, please report to the S-1 to complete your IBI Join / Interview. You should only make an appointment with IPAC if you have attempted the IBI Process and have ran into real technical issues completing it. Any technical issues should first be reported to MISSO by submitting a [Trouble Ticket](#) via MOL with screen shots. Please note, The IBI does not cover the Record of Emergency data so please review and self-certify your RED. SGLI Updates should be completed via MilConnect.

Setting up an appointment

If you are having technical issues, Appointments can be made by the following methods:

Primary: <https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/appointments/>

Secondary: via EPAR through your S-1. Your S-1 should first verify that a Trouble Ticket has been submitted showing why you could not be joined via IBI.

***Note: If you send an email, you will receive a response. No response within 24 hours indicates we did not receive it due to it being blocked by Marine Corps Cyber. Please resubmit if no response is received within 24 hours (Mon-Fri)**

Tertiary: Calling the phone numbers below

645-3411 645-7728 645-9447 645-7914 645-1114

Required Information for Appointments

At a **minimum** we need your **Name, Rank, EDIPI, where you currently reside, and a way to contact you.** This can be via personal email (preferred) or cell phone. If there are issues with your claim or additional items are needed we will reach out to you for more information or documentation.

*Note: The goal of making appointments is to assist those having real technical issues with the Inbound Interview Process via MOL.

Location of IPAC

IPAC is located at Building 5966 on Camp Foster. You can find our location on Google Maps at

Lat long: 26.2936158, 127.7681395 .

Temporary Lodging Allowance

****ALL TLA SHOULD BE SUBMITTED VIA EPAR. REVIEW THIS GUIDE THEN SUBMIT ALL DOCUMENTS VIA EPAR****

TLA is to pay for lodging incurred in Okinawa before occupying family type government quarters/housing for MARRIED MEMBERS ON AN ACCOMPANIED TOUR WITH DEPENDENTS PRESENT. At no point should a member without their dependents be housed in the TLF. This will result in non-reimbursable expenses.

How to get reimbursed for TLA:

-Step 1: Complete the housing brief via your housing agent. Submit all required documents back to Kadena Housing.

Step 2: Complete your travel claim at IPAC. Then request a copy of the TLA Datasheet Form MCIPAC/III MEF Disbursing/7220/3 (Template on our webpage)

Step 3: Get TLA Datasheet Form MCIPAC/III MEF Disbursing/7220/3 completed by the Kadena Housing Office or your housing agency.

Please review the information below:

Housing & Billeting Branch
DSN: 645-0582/83,
Building 217
Lat Long: 26.33920, 127.77269

You must complete this form and have it stamped/certified by the personnel at Kadena or your housing agency prior to IPAC submitting for TLA reimbursement. The form is available on our website.

-Step 2: Submit receipts and TLA Datasheet to IPAC via EPAR. If you are having difficulty please contact us at Email: mcbbutleripacinbound@usmc.mil

-Step 3: IPAC will prepare the TLA Request Form and Appendix C. Once complete IPAC will submit it back to you for signature. Once you sign and date the form you must return it to IPAC.

-Step 4: The COMPLETED TLA Request Form, Receipts, and COMPLETED TLA Datasheet will be forwarded to Disbursing for payment via IPAC

Summary and additional notes on TLA:

Documents needed to complete TLA:

TLA Datasheet Form MCIPAC/III MEF Disbursing/7220/3 – Signed and Dated by Member **AND** Housing and Billeting Office

TLA Request Form – Signed / Dated by Member

Appendix C – Initial / Signed / Dated By Member

Certificate of Non-Availability if applicable (staying at a hotel not coordinated by TLF)

WestPac Receipts with \$0.00 balance

Hilton Hotel JMUPS Receipt

GOVCC Statement of Pending Charges

Your lodging receipts must be itemized by night. We cannot accept a receipt for a lump sum payment.

Notes-

TLA Stops the day prior to occupying quarters. I.e. if you occupy on the 5th the last payment of TLA is the 4th.

Your Travel claim must be submitted to submit for TLA.

TLA is paid in a maximum of 10 day increments.

You will not be reimbursed more than 30 days of TLA without a special waiver.

You must complete the housing brief within 2 days of leaving ROM.

For your final payment of TLA after checkout you must present either a completed OHA Form or Quarters Occupancy Form from the Kadena Housing Office.

Lastly, **IPAC does not pay out TLA**, we are simply the liaisons between you and disbursing. Our goal is to get you reimbursed as easily as possible.

More information on TLA can be found on our webpage under "TLA Process"